US ARMY PEO EIS
PEO Enterprise Information Systems

ARMY CHESS 4
COMPUTER HARDWARE, ENTERPRISE SOFTWARE AND SOLUTIONS

HARDWARE Request for Quote (RFQ) Tutorial

June 2013

Introduction

- This briefing will introduce the Request for Quote (RFQ) process
- Requests for Quotes (RFQs) must be created by using the CHESS IT e-mart https://chess.army.mil
- You will learn:
  - How to create and submit an RFQ
  - How to manage your RFQs
    - Amending an RFQ
    - Canceling an RFQ
    - Transferring an RFQ
  - How to view RFQ responses from Vendors
  - How vendors view RFQs from Requestors

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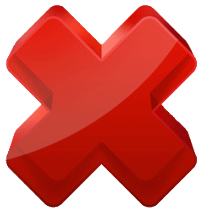
- Amending an RFQ
- Canceling an RFQ
- Transferring an RFQ
- Vendor View of RFQ Responses
- Requestor View of RFQ Responses

CAUTION

Please NOTE:

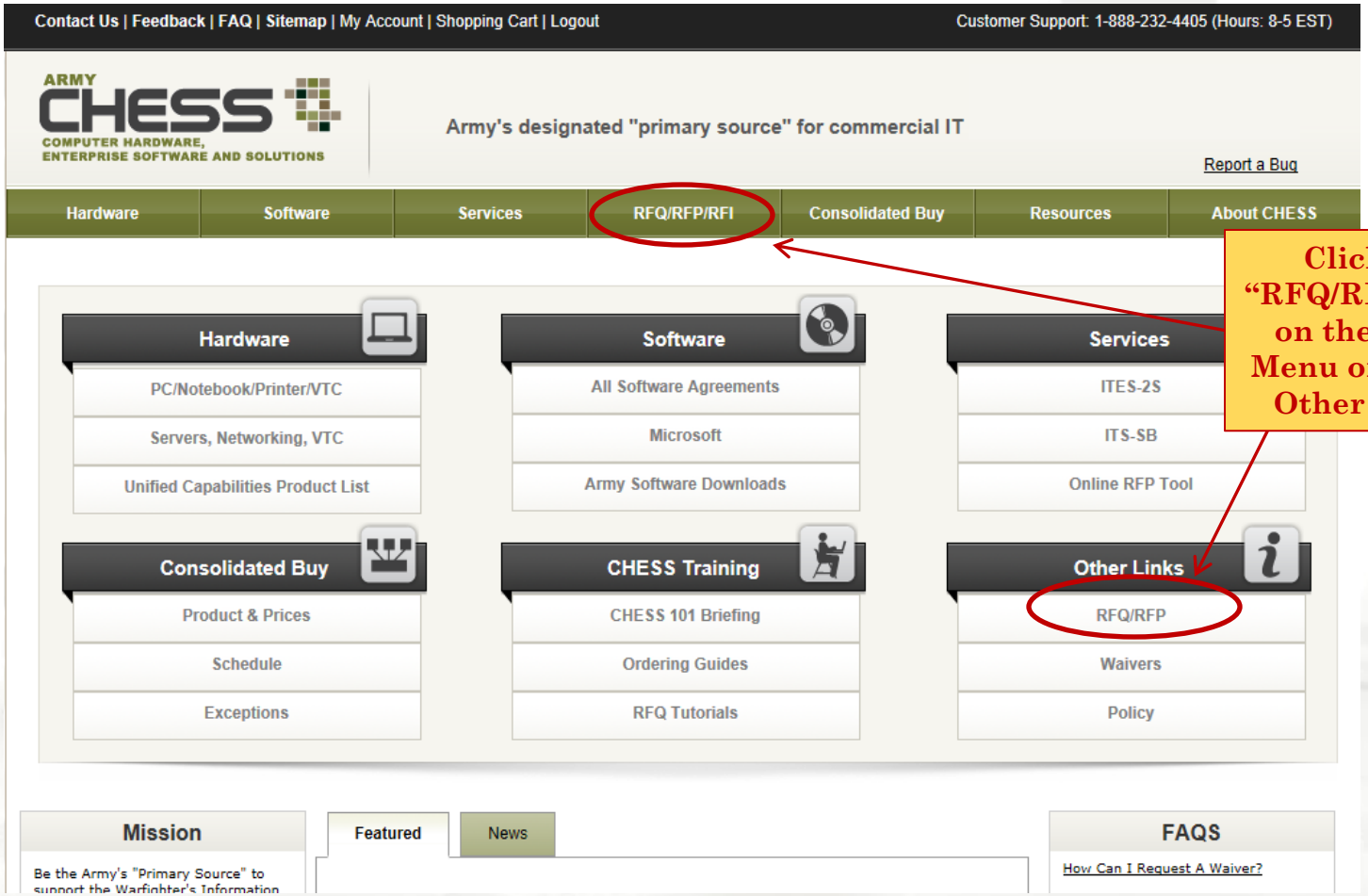
- The RFQ process runs best in Firefox, Internet Explorer 9 or 10 and Google Chrome.

Not Recommended



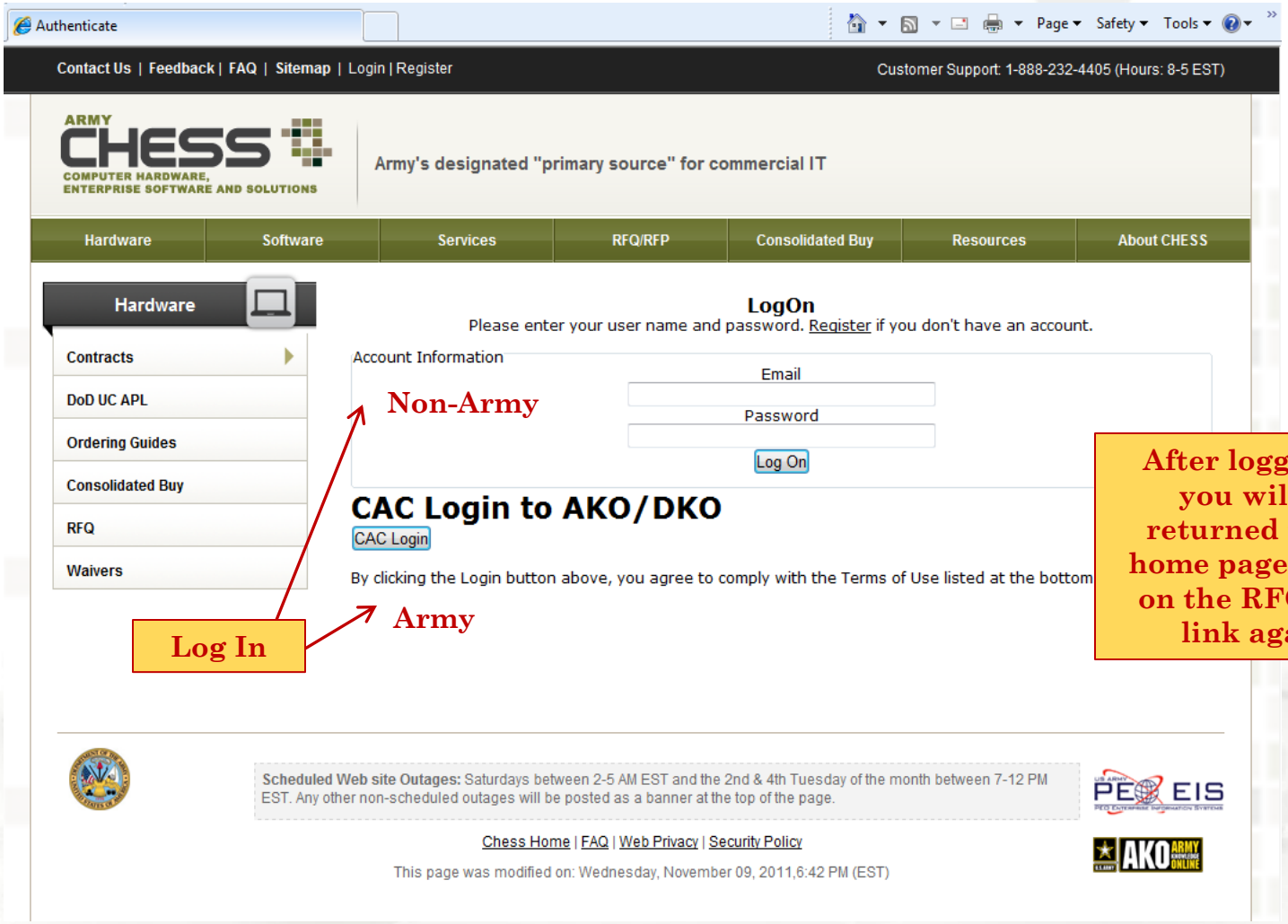
The RFQ Process

Step 1 – Access the RFQ Manager

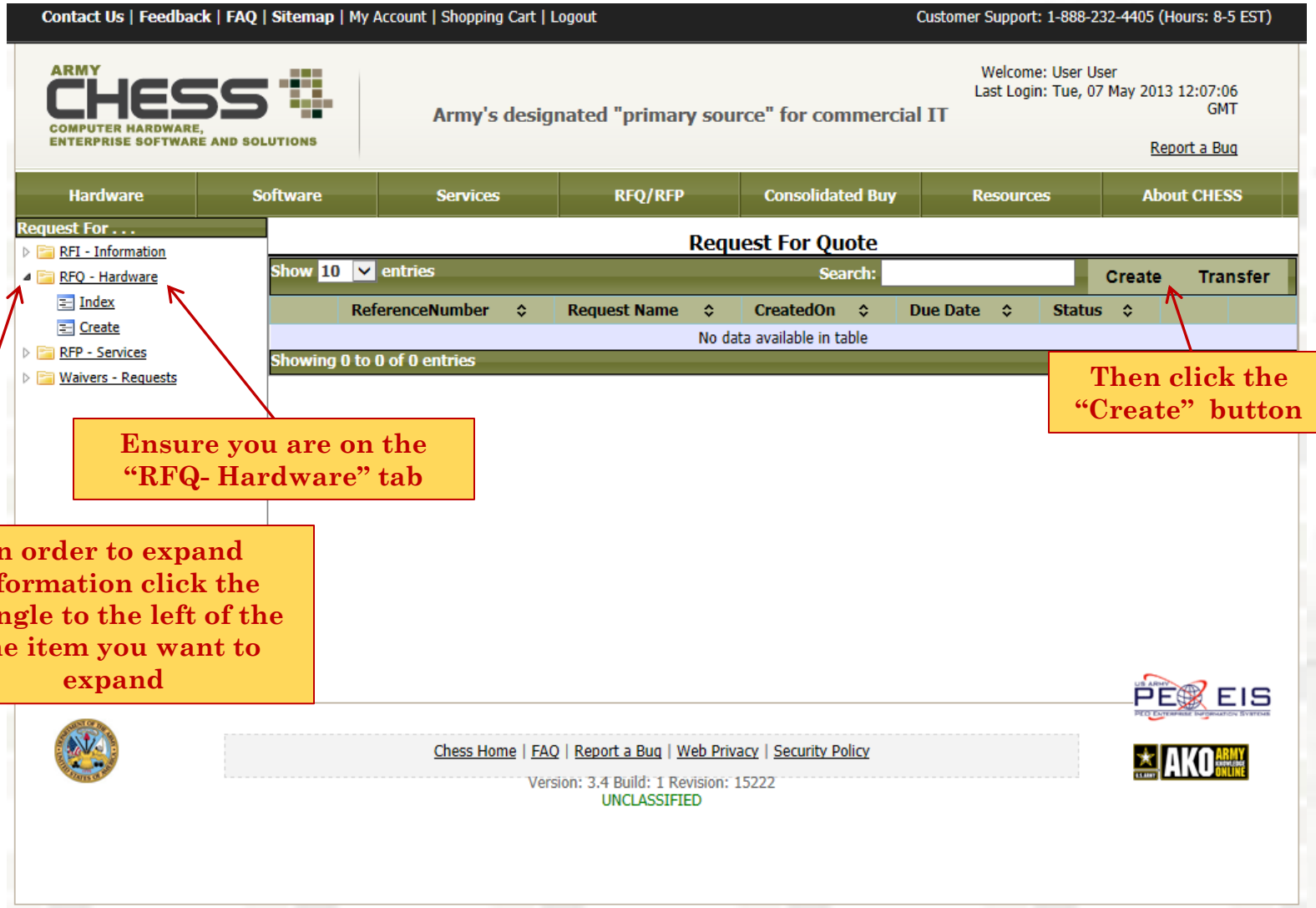


https://chess.army.mil

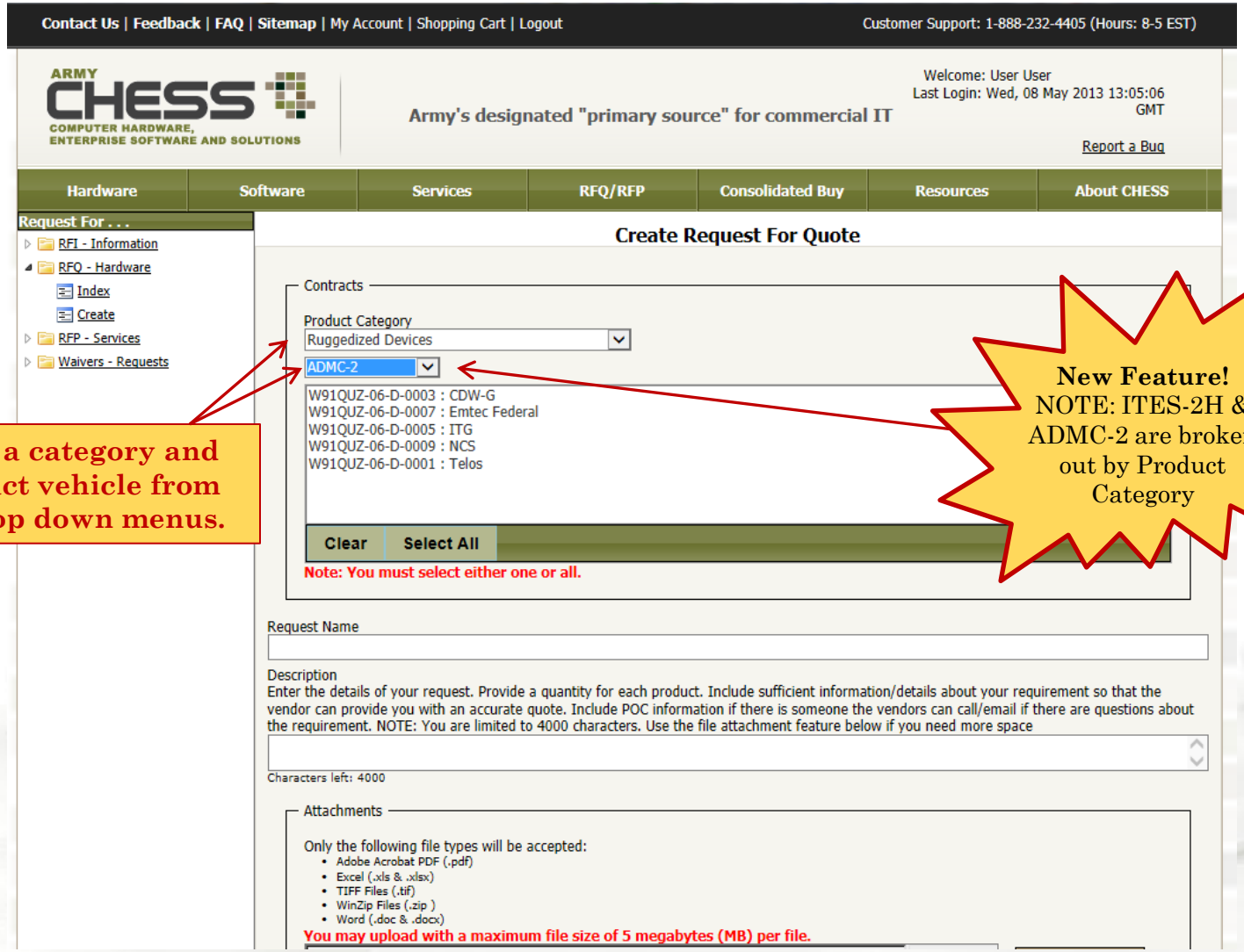
Step 2 – Log into the CHESS IT e-mart



Step 3 – Create a new RFQ



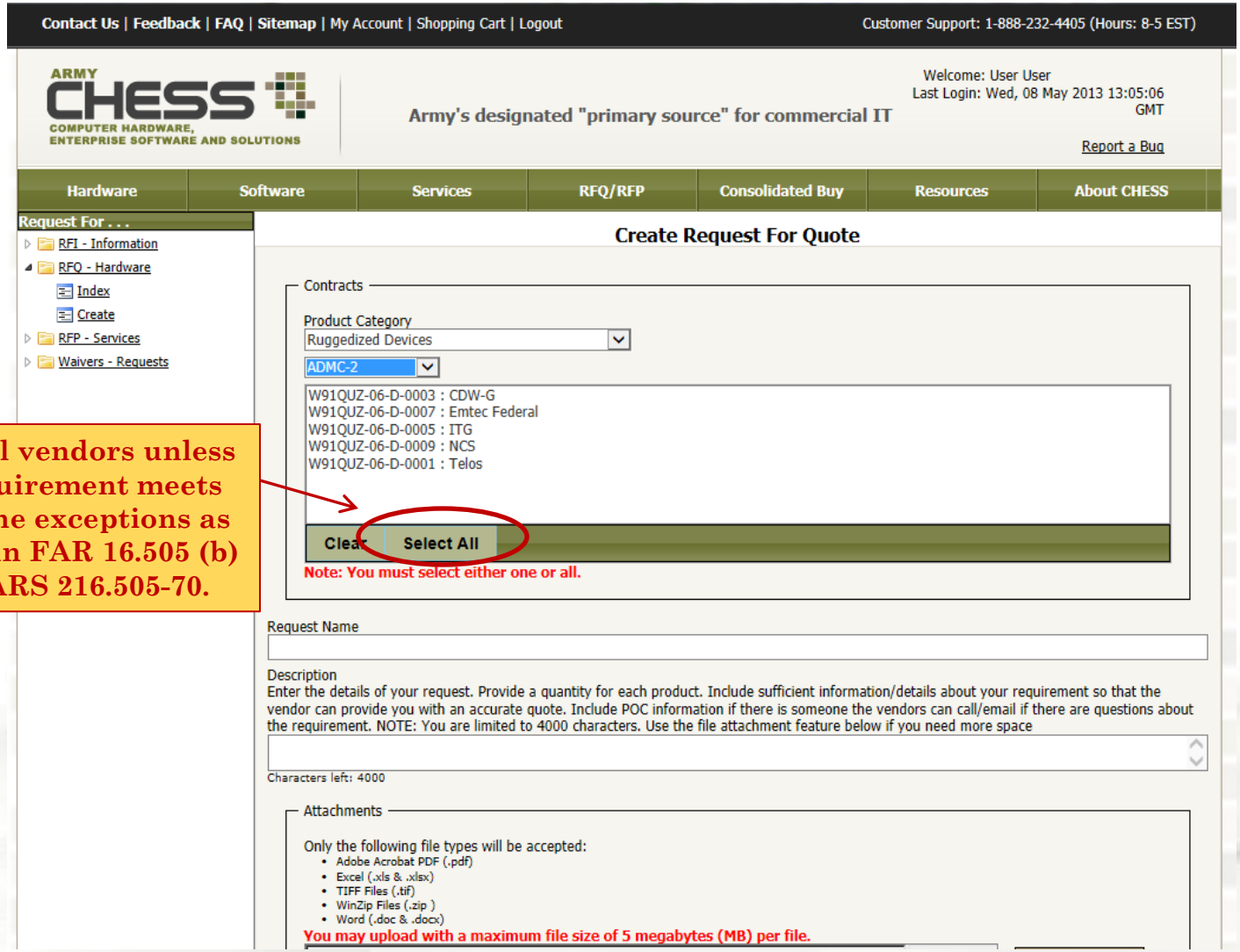
Step 4 – Select a Category



Select a category and contract vehicle from the drop down menus.

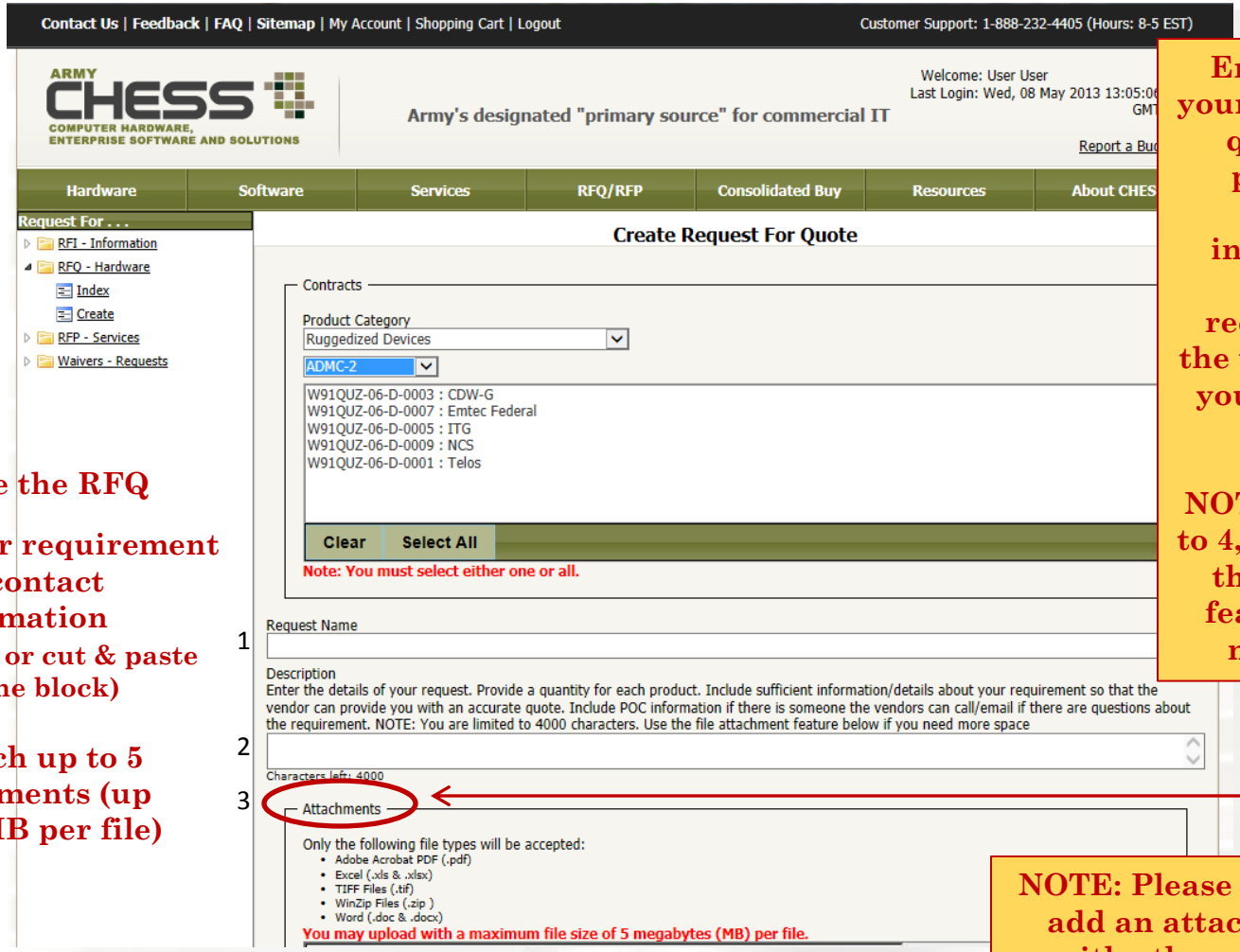
New Feature!
NOTE: ITES-2H & ADMC-2 are broken out by Product Category

Step 5 – Select Vendors



Select all vendors unless the requirement meets one of the exceptions as defined in FAR 16.505 (b) or DFARS 216.505-70.

Step 6 – Enter Requirement



(1) Name the RFQ

(2) Enter requirement and contact information
(Type or cut & paste into the block)

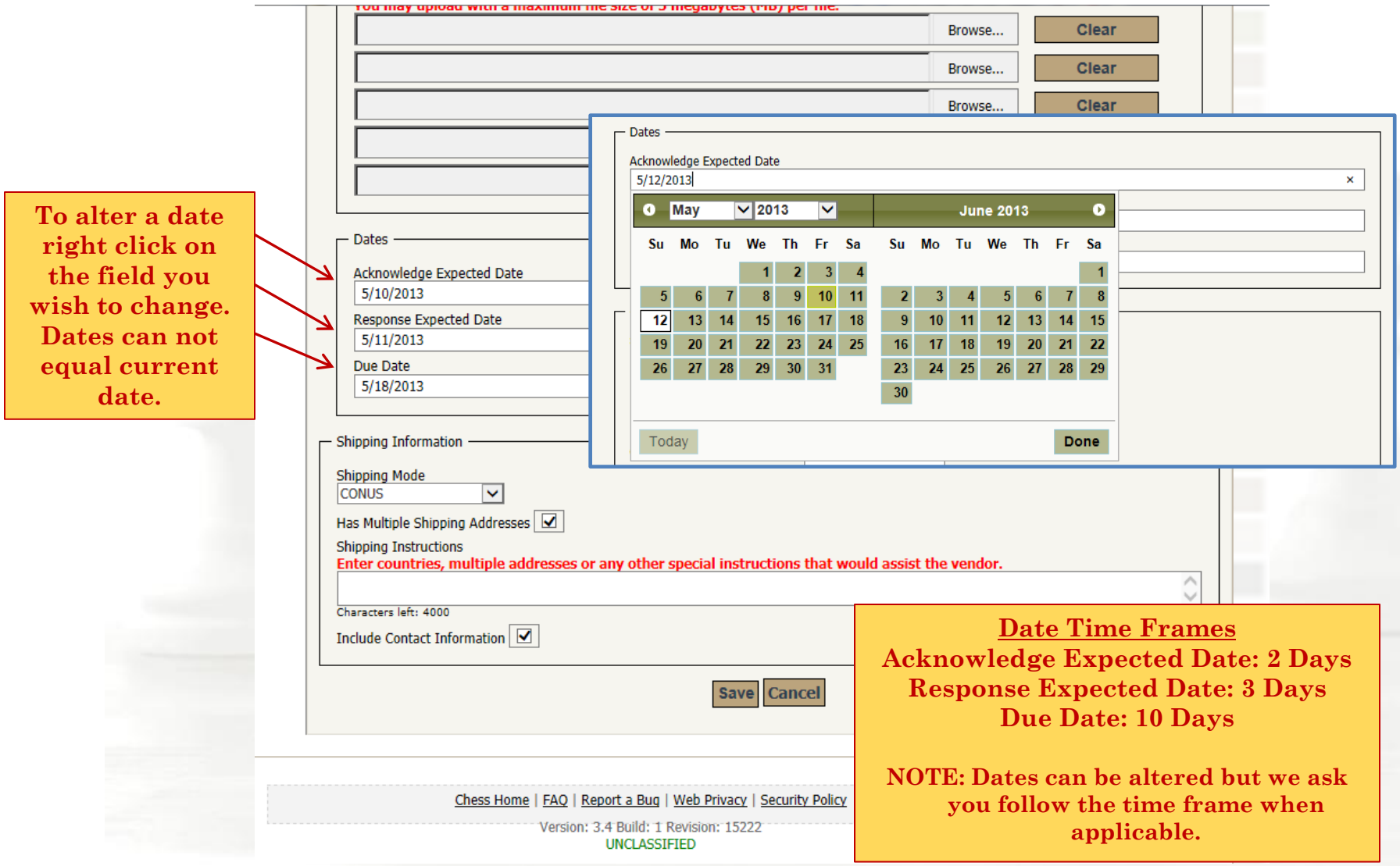
(3) Attach up to 5 documents (up to 5MB per file)

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote.

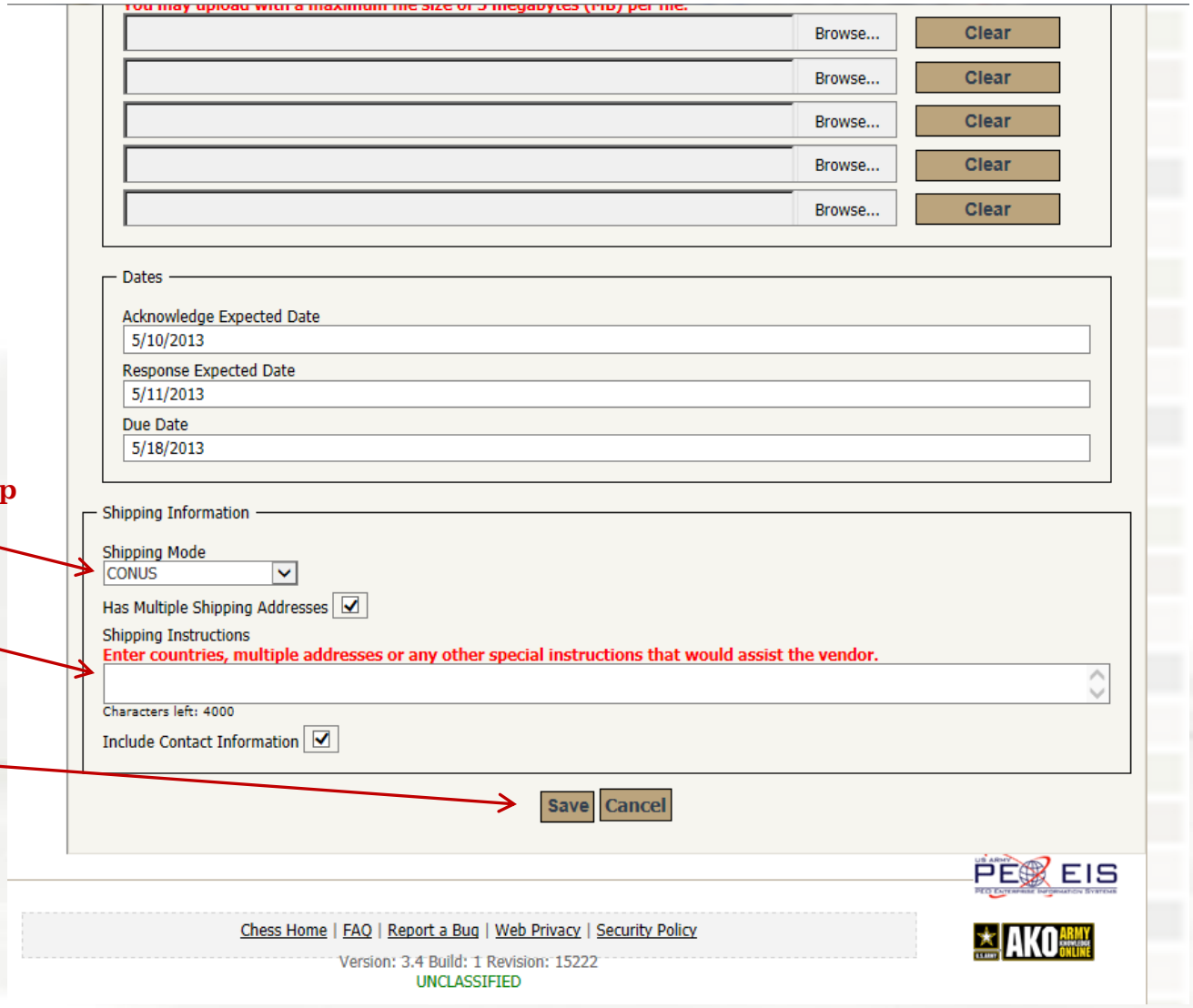
NOTE: You are limited to 4,000 characters. Use the file attachment feature below if you need more space.

NOTE: Please DO NOT add an attachment with other vendor pricing!

Step 7 – Dates


To alter a date right click on the field you wish to change. Dates can not equal current date.
Browse...
Clear
Dates
Acknowledge Expected Date
5/10/2013
Response Expected Date
5/11/2013
Due Date
5/18/2013
May
2013
June 2013
Today
Done
Shipping Information
Shipping Mode
CONUS
Has Multiple Shipping Addresses
Shipping Instructions
Enter countries, multiple addresses or any other special instructions that would assist the vendor.
Characters left: 4000
Include Contact Information
Save
Cancel
Chess Home | FAQ | Report a Bug | Web Privacy | Security Policy
Version: 3.4 Build: 1 Revision: 15222
UNCLASSIFIED
Date Time Frames
Acknowledge Expected Date: 2 Days
Response Expected Date: 3 Days
Due Date: 10 Days
NOTE: Dates can be altered but we ask you follow the time frame when applicable.

Step 8 – Enter Shipping Info & Submit Completed RFQ

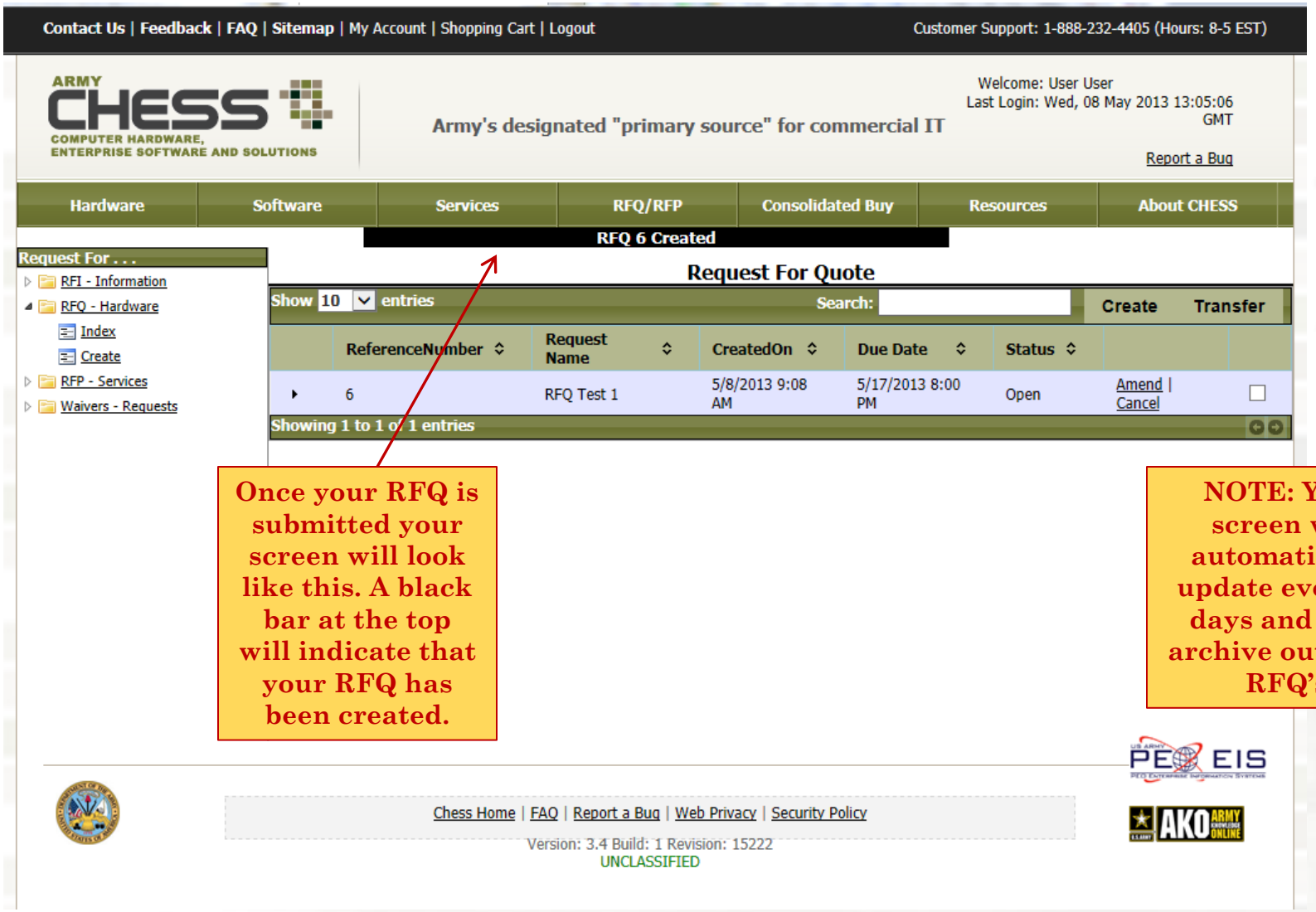


(1) Select CONUS or OCONUS from drop down menu

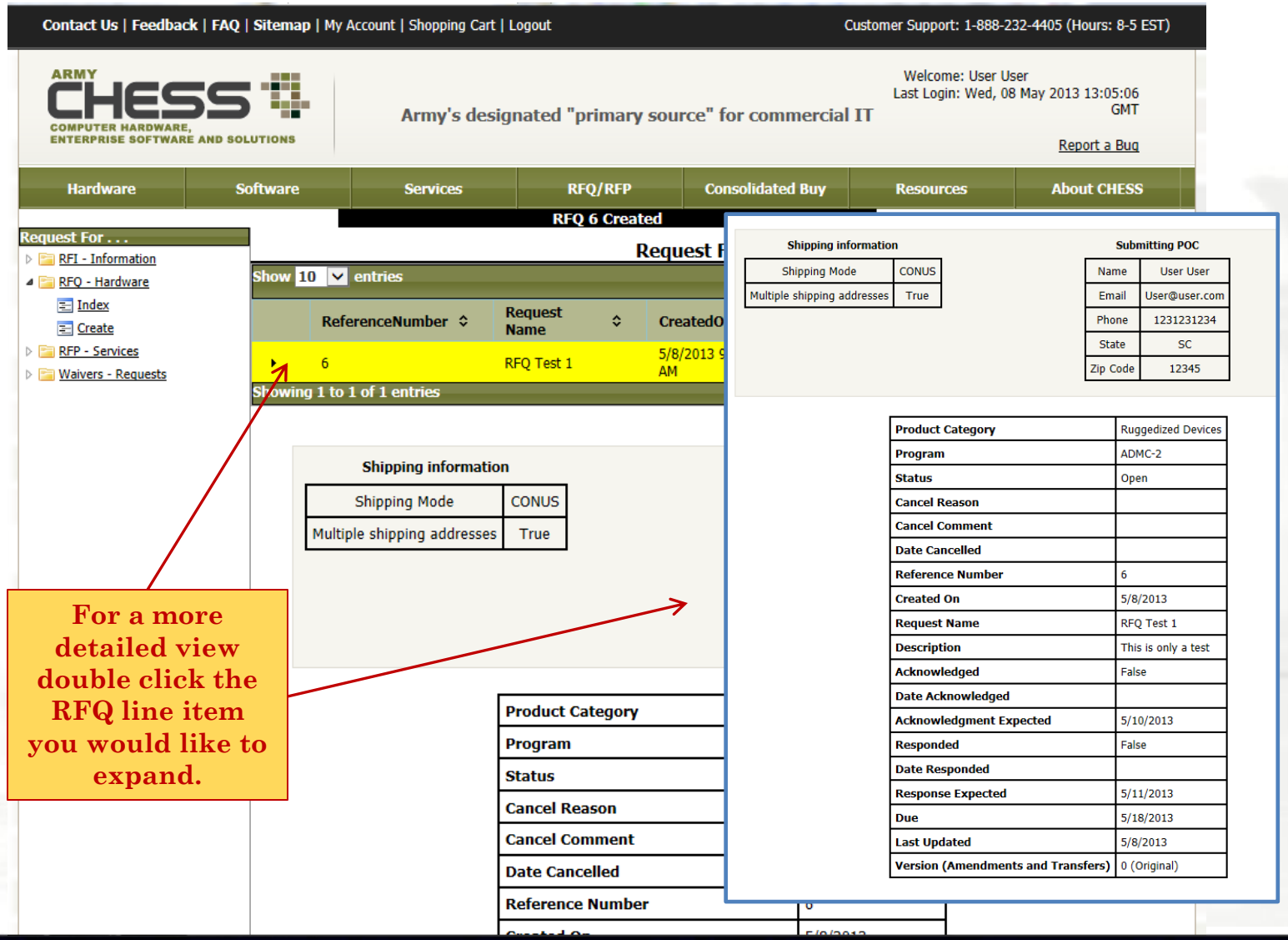
(2) Enter Shipping Information

(3) Click "Save" to submit RFQ

View of successfully submitted RFQ



View of successfully submitted RFQ

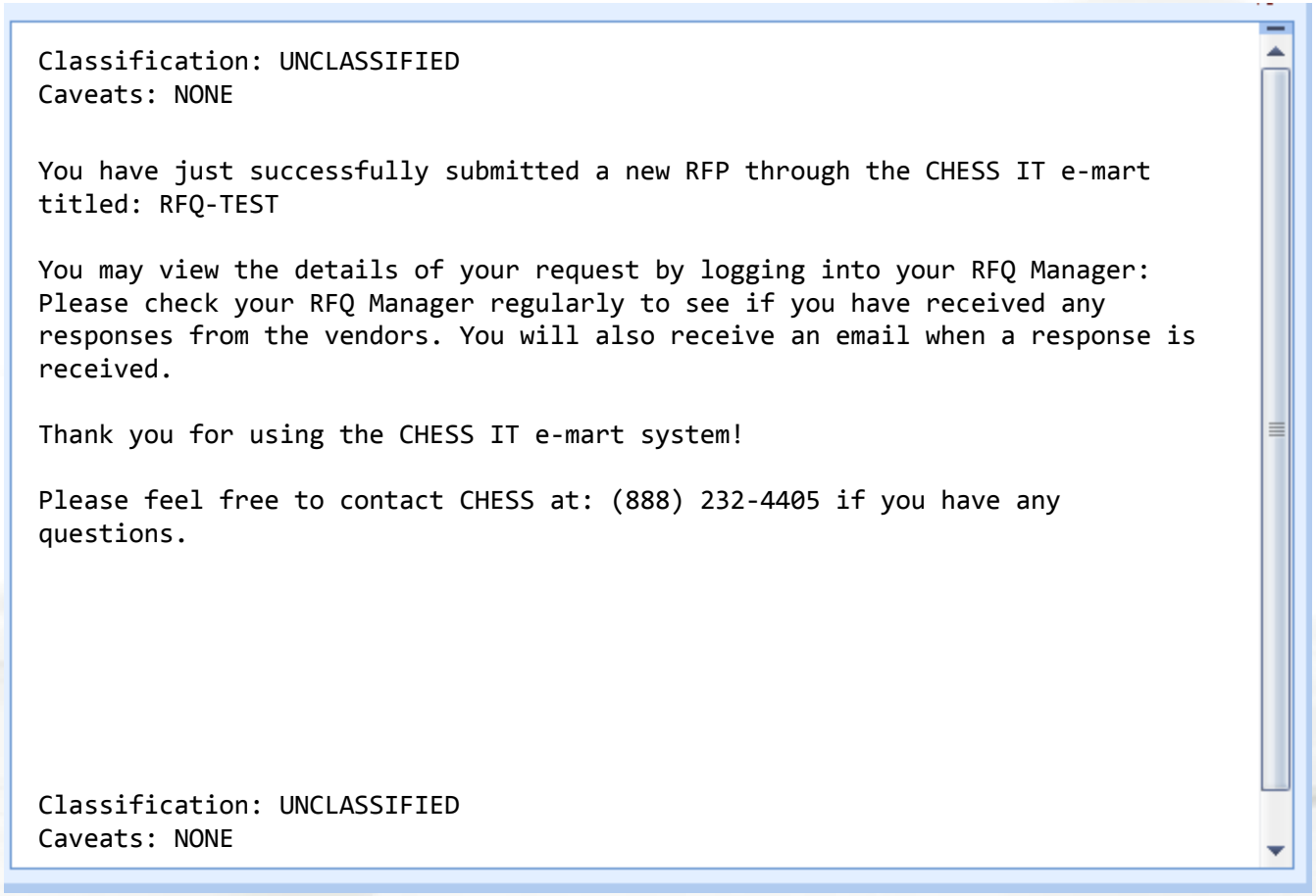


The RFQ Process After Submission

- Requestor and vendor will receive RFQ notification via email from CHESS IT e-mart.
- The vendor responds to the RFQ.
- The requestor receives email notification that RFQ responses have been posted to the requestor RFQ Manager.
- The requestor logs back into the RFQ Manager to view responses.

Email to Requestor

- Once your RFQ is submitted you will receive an email from CHESS like the one below.



Classification: UNCLASSIFIED
Caveats: NONE

You have just successfully submitted a new RFP through the CHESS IT e-mart titled: RFQ-TEST

You may view the details of your request by logging into your RFQ Manager: Please check your RFQ Manager regularly to see if you have received any responses from the vendors. You will also receive an email when a response is received.

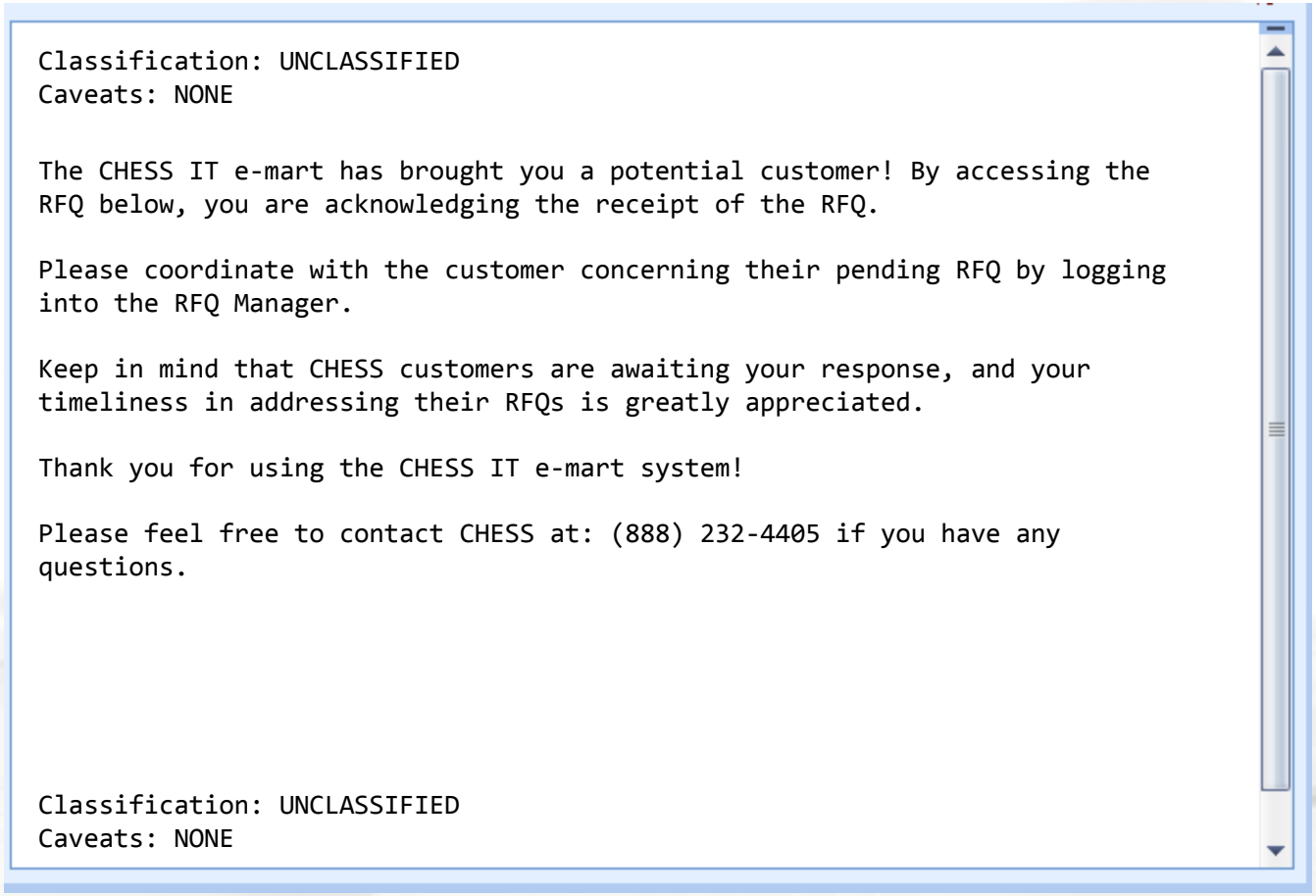
Thank you for using the CHESS IT e-mart system!

Please feel free to contact CHESS at: (888) 232-4405 if you have any questions.

Classification: UNCLASSIFIED
Caveats: NONE

Email to Vendor(s)

- Each vendor receives an email, which looks similar to this one, alerting them of your RFQ.



Classification: UNCLASSIFIED
Caveats: NONE

The CHESS IT e-mart has brought you a potential customer! By accessing the RFQ below, you are acknowledging the receipt of the RFQ.

Please coordinate with the customer concerning their pending RFQ by logging into the RFQ Manager.

Keep in mind that CHESS customers are awaiting your response, and your timeliness in addressing their RFQs is greatly appreciated.

Thank you for using the CHESS IT e-mart system!

Please feel free to contact CHESS at: (888) 232-4405 if you have any questions.

Classification: UNCLASSIFIED
Caveats: NONE

Amending an RFQ

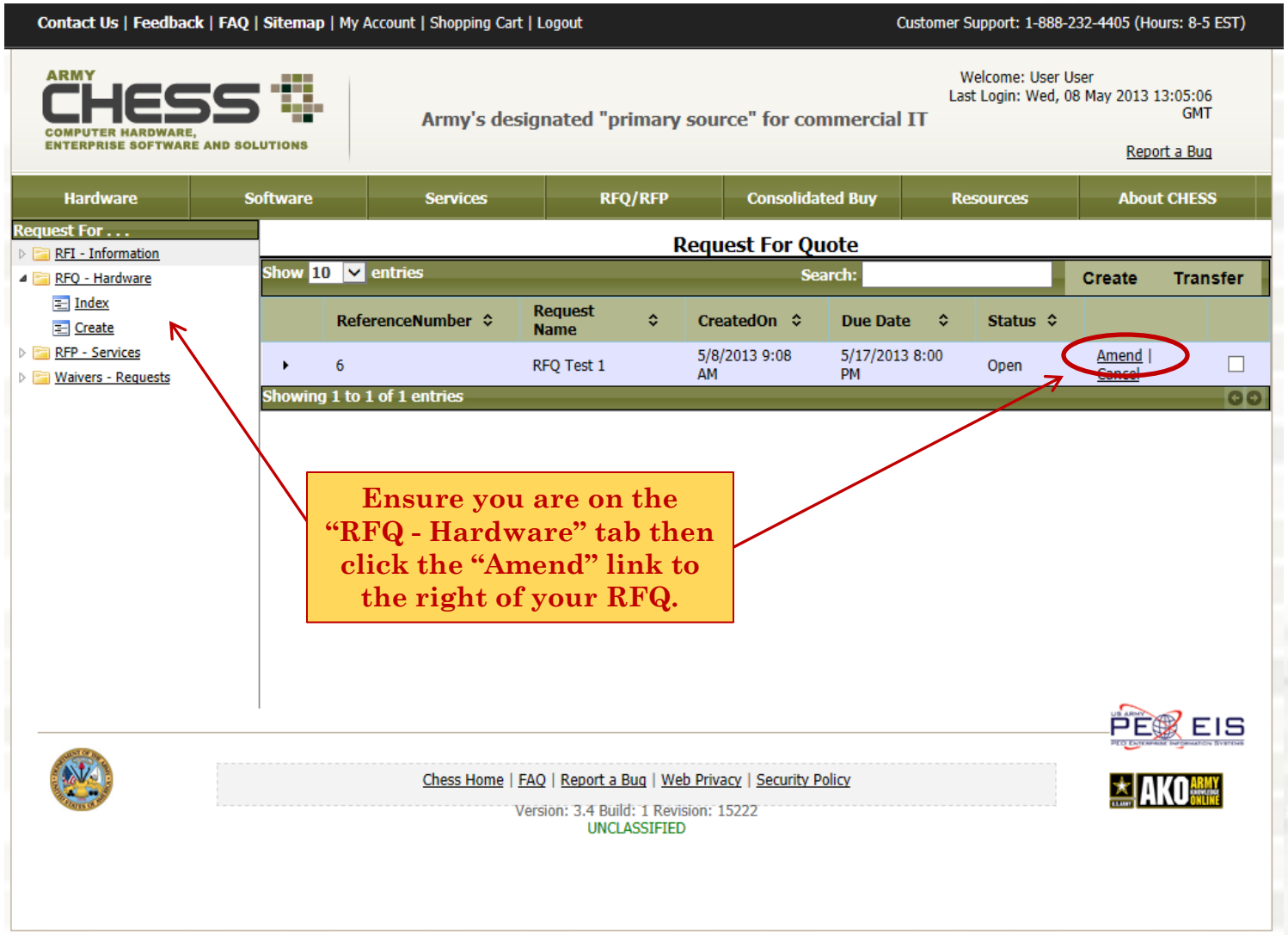
"New Feature"

Amending an RFQ

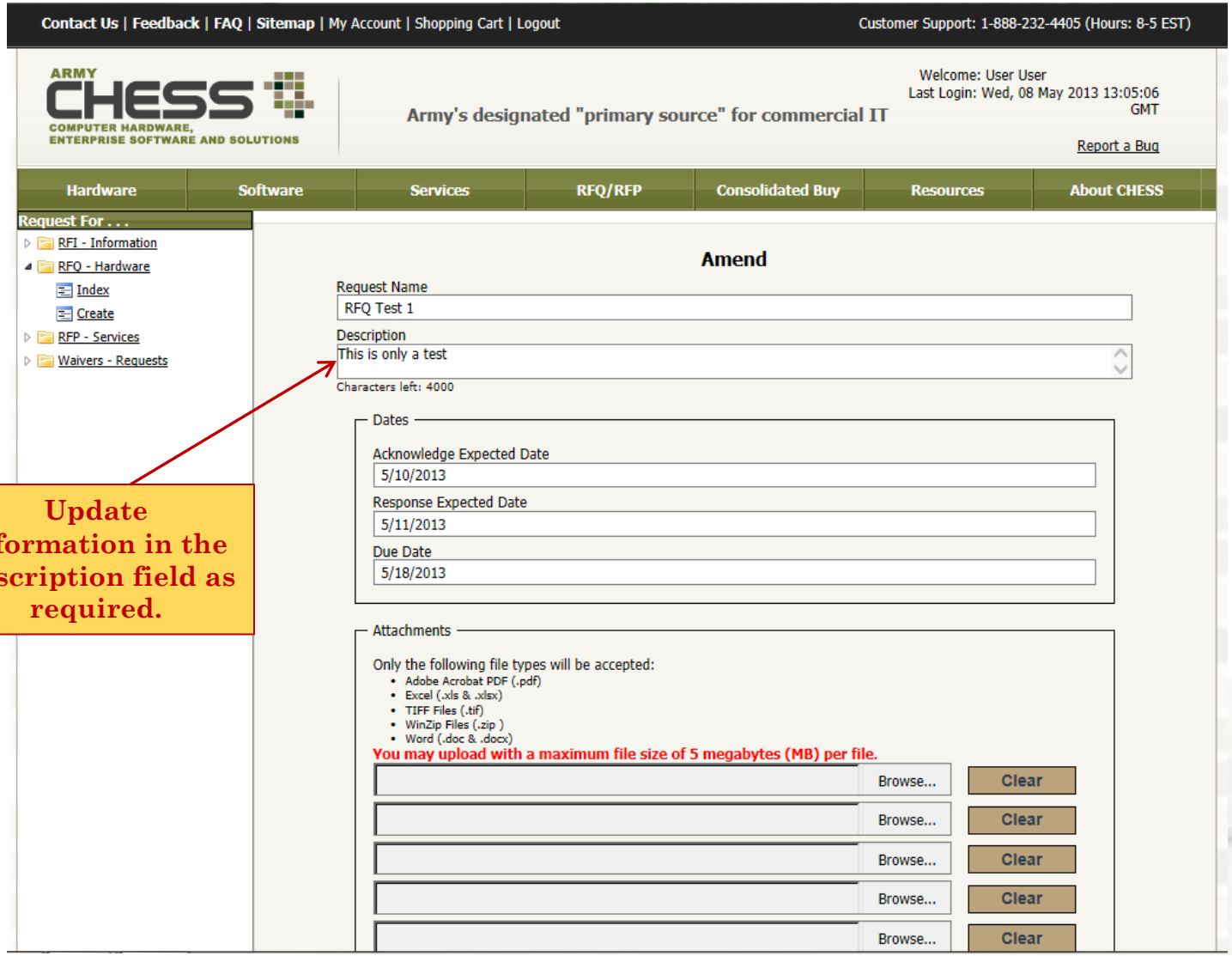
The **Amendment** feature allows you to:

- Update an RFQ at any time in the process
- Clarify the details of a requirement
- Notify vendors of updates or new deadlines

Amending an RFQ

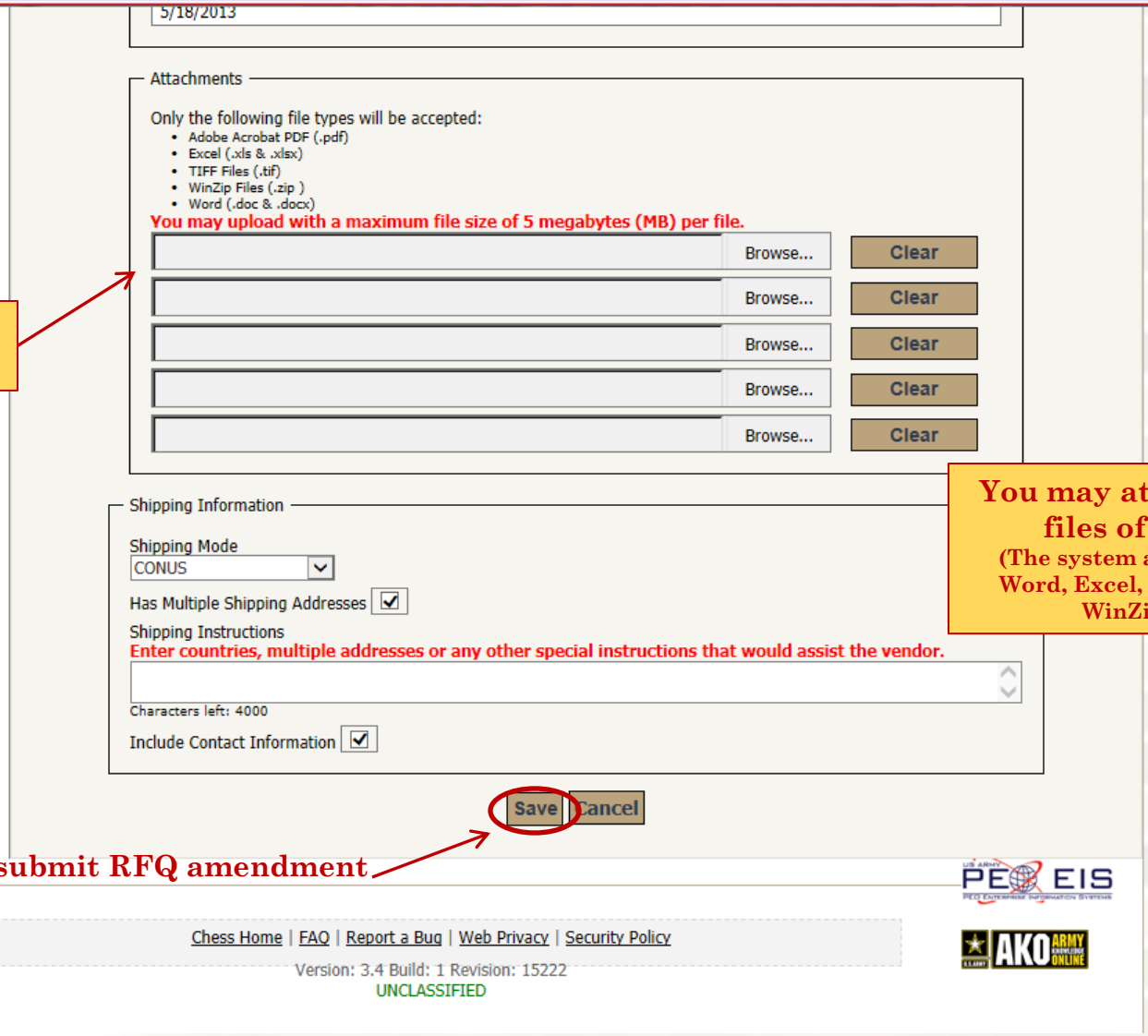


Amending an RFQ



Update information in the Description field as required.

Amending an RFQ

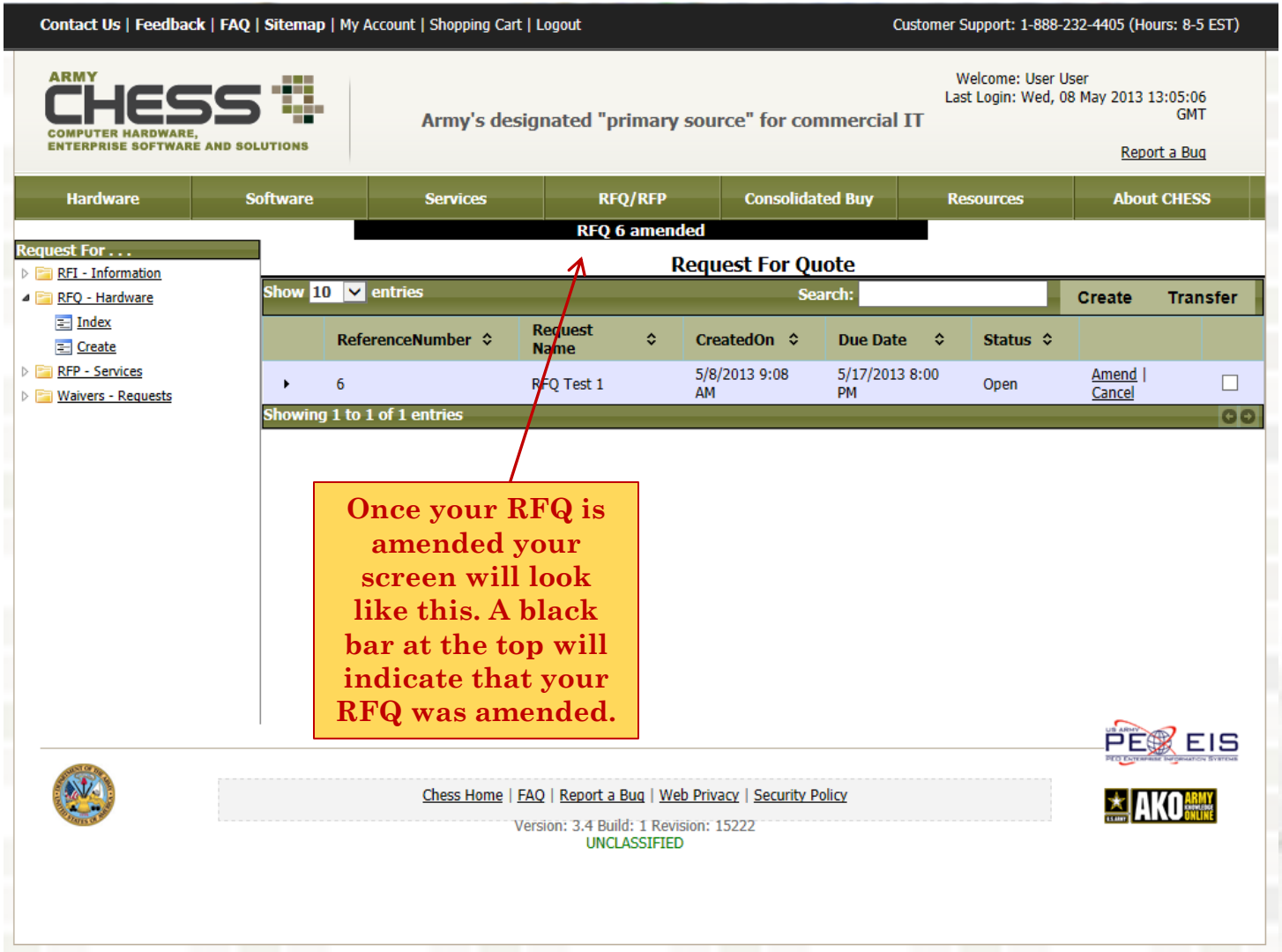


This allows you to attach new files.

You may attach up to 5 files of 5MB each.
(The system accommodates Word, Excel, PDF, TIF, and WinZip files)

Click "Save" to submit RFQ amendment

Amending an RFQ



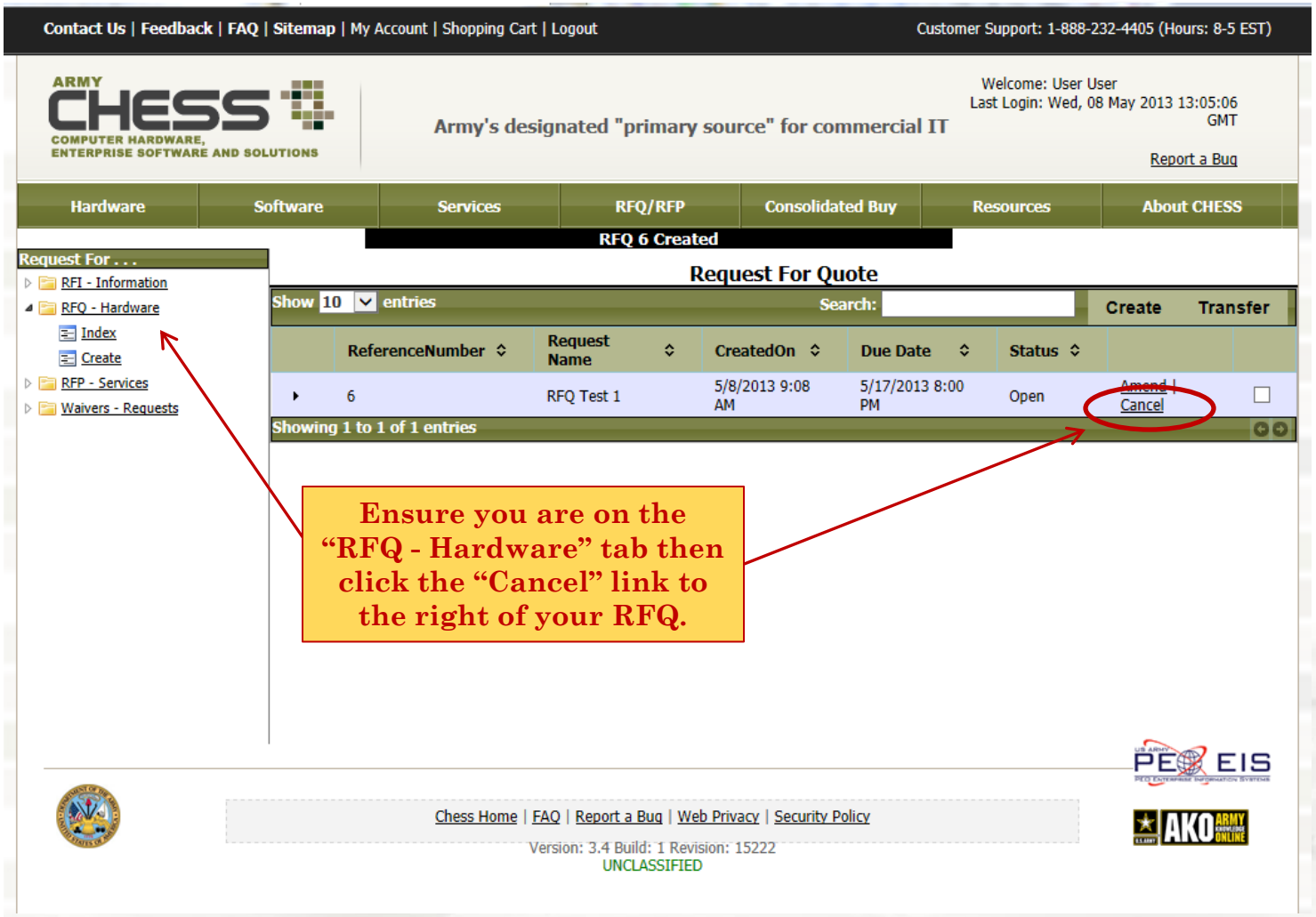
Canceling an RFQ

Canceling an RFQ

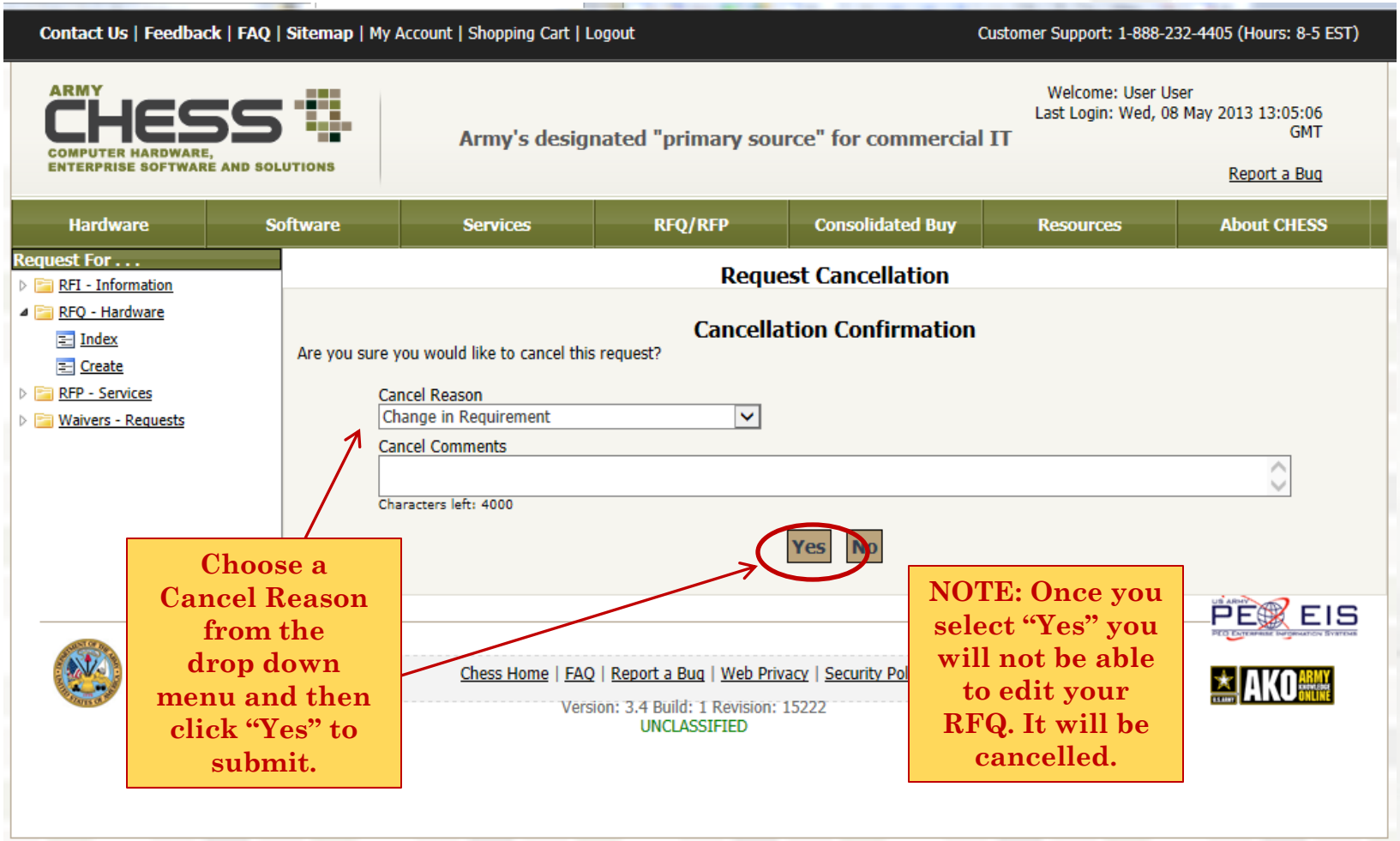
The **Cancel** feature allows you to:

- Cancel an RFQ at any time in the process
- Notify vendors of updates and the cancellation of an RFQ

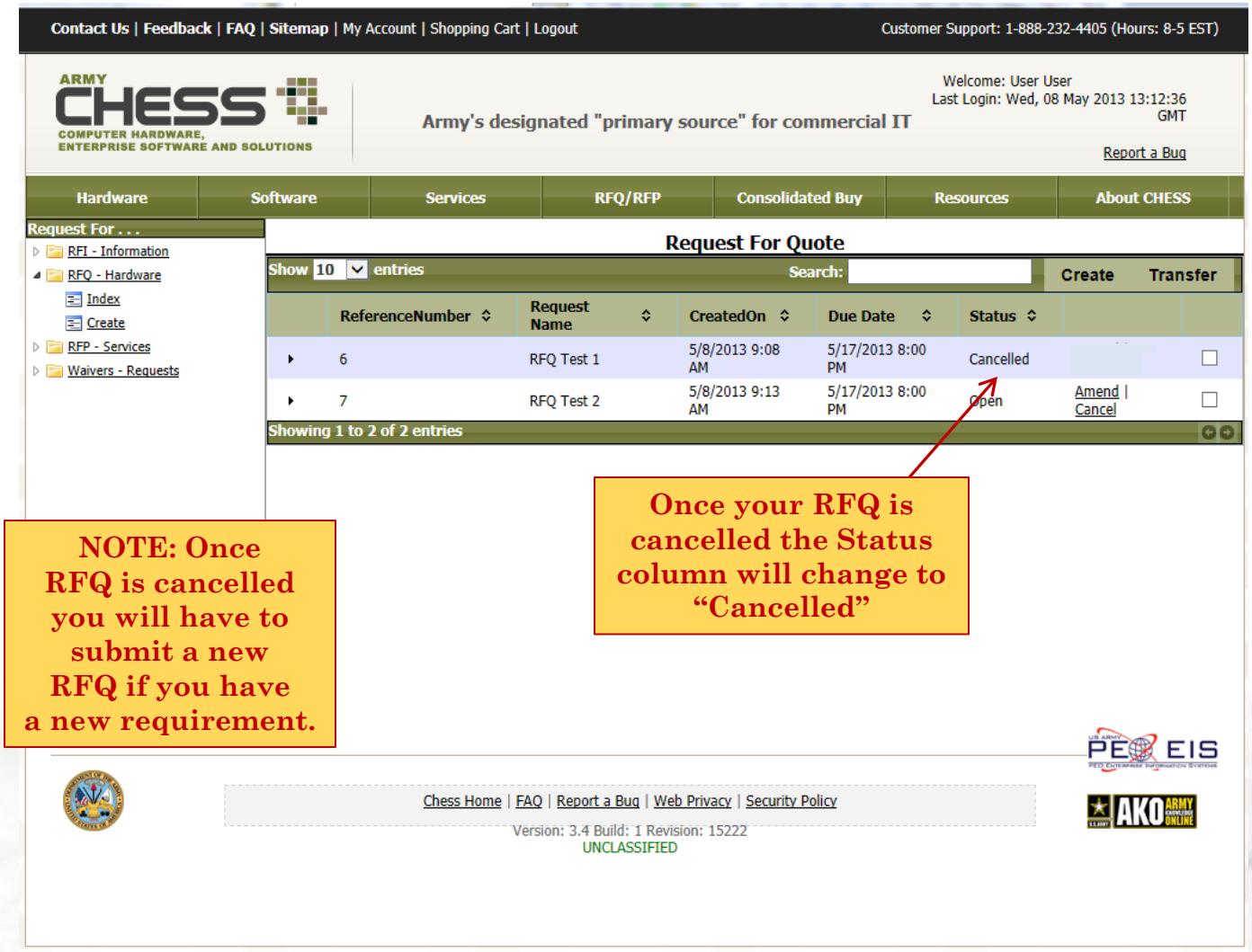
Canceling an RFQ



Canceling an RFQ



Canceling an RFQ



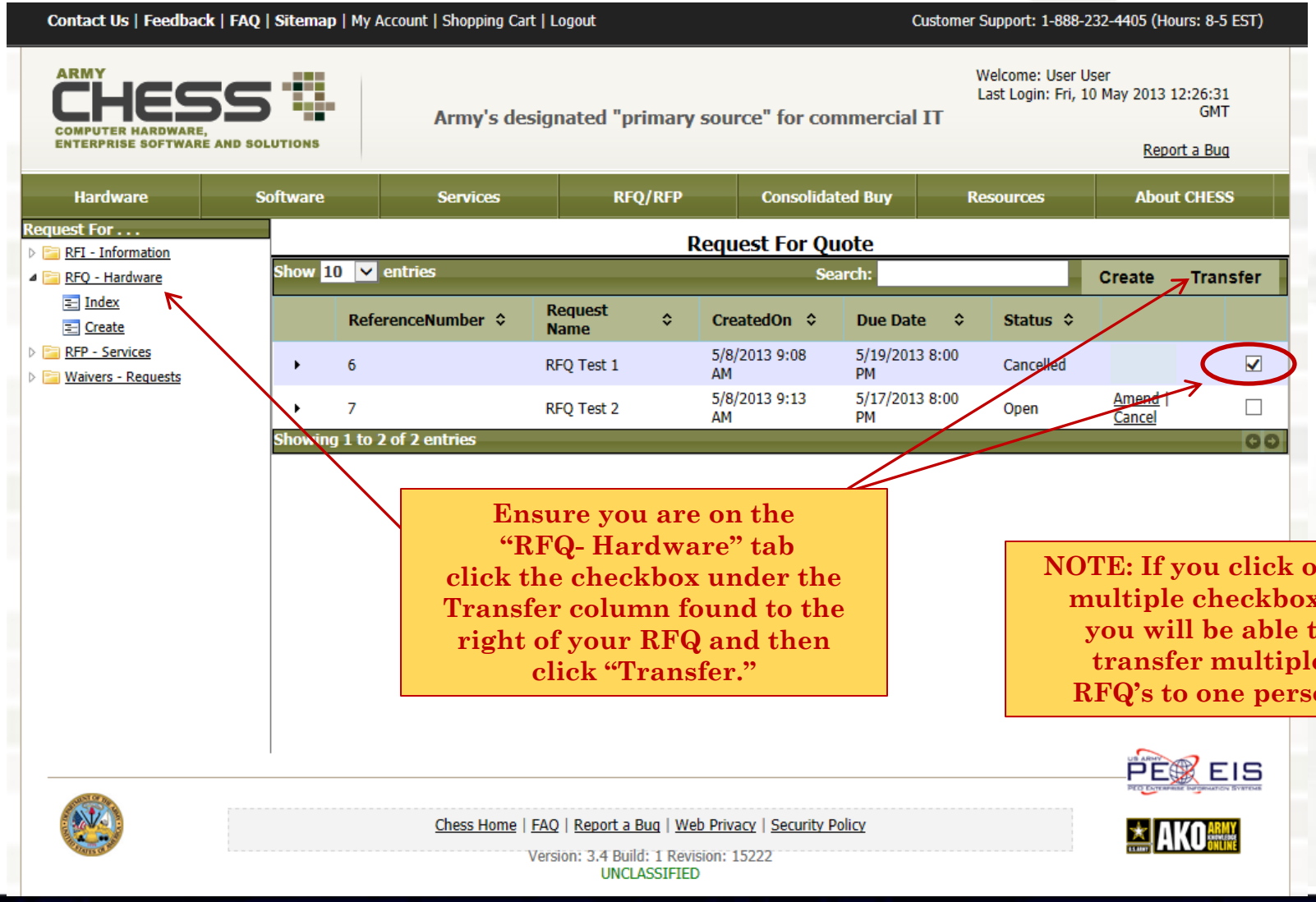
Transferring an RFQ

Transferring an RFQ

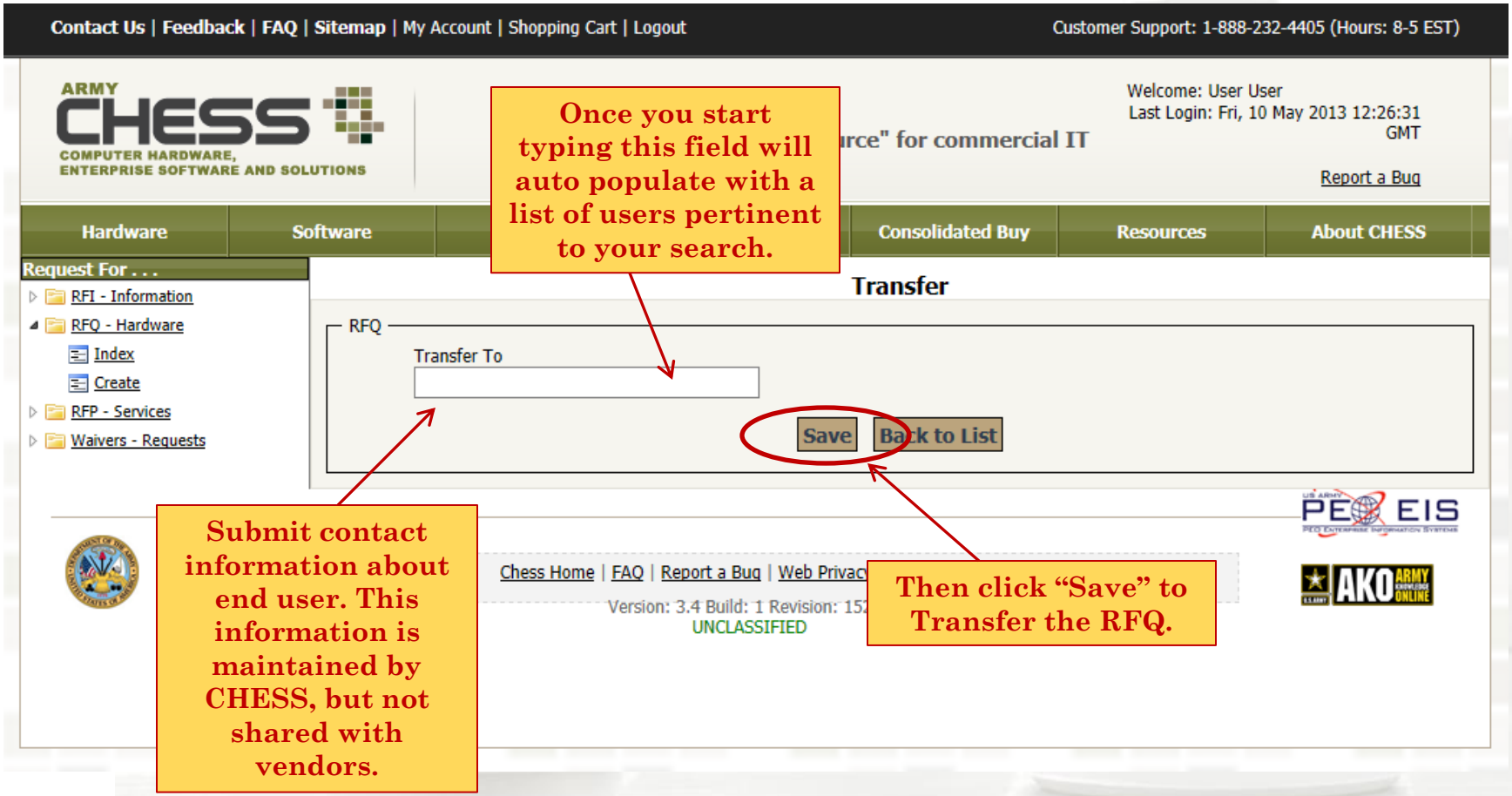
The **Transfer** feature allows you to:

- Transfer an RFQ at any time in the process to another user
- User is able to transfer multiple RFQ's at once to another user
- The person who submitted or anyone with administrative authority may transfer/reassign the RFQ

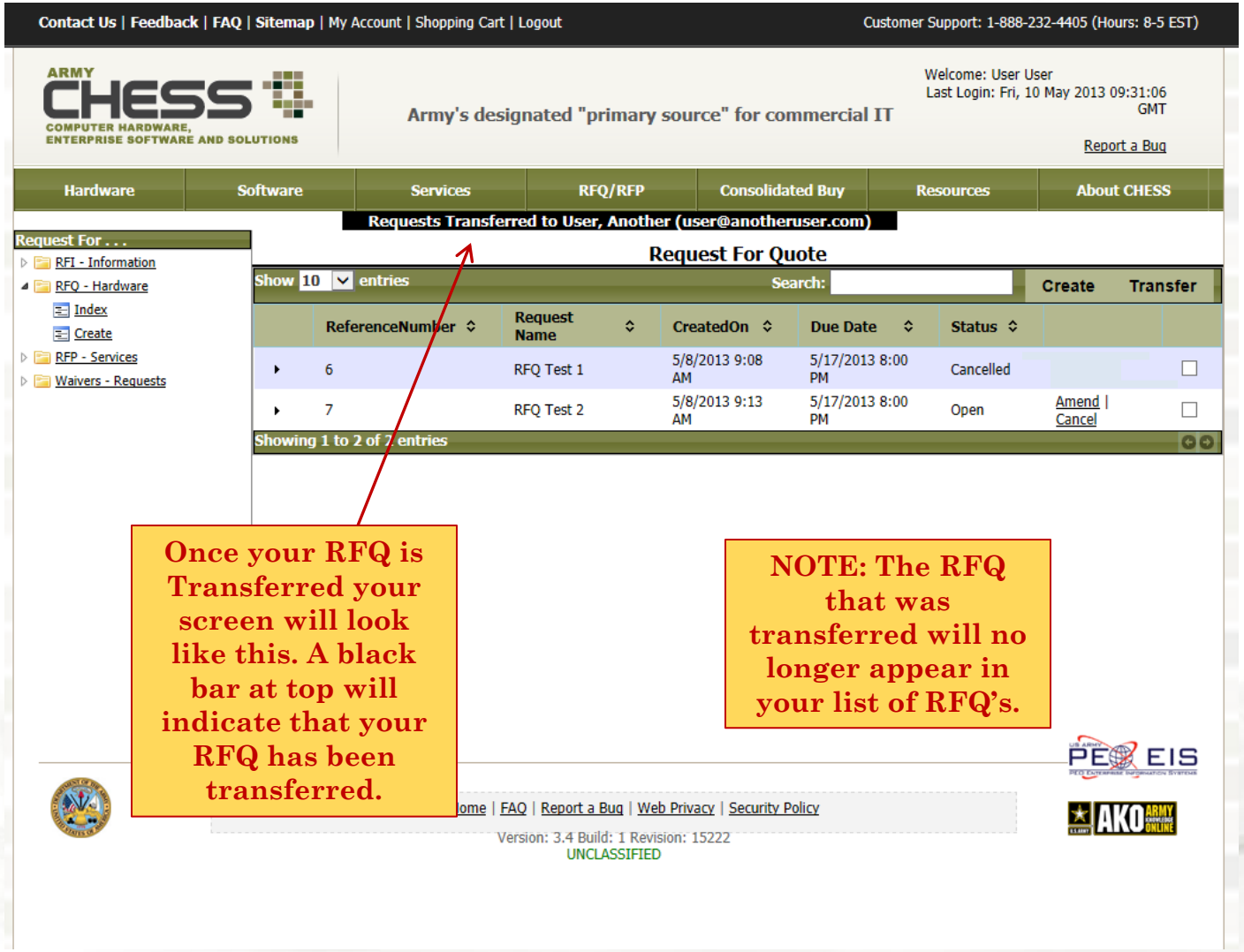
How a Requestor Transfers an RFQ



How a Requestor Transfers an RFQ

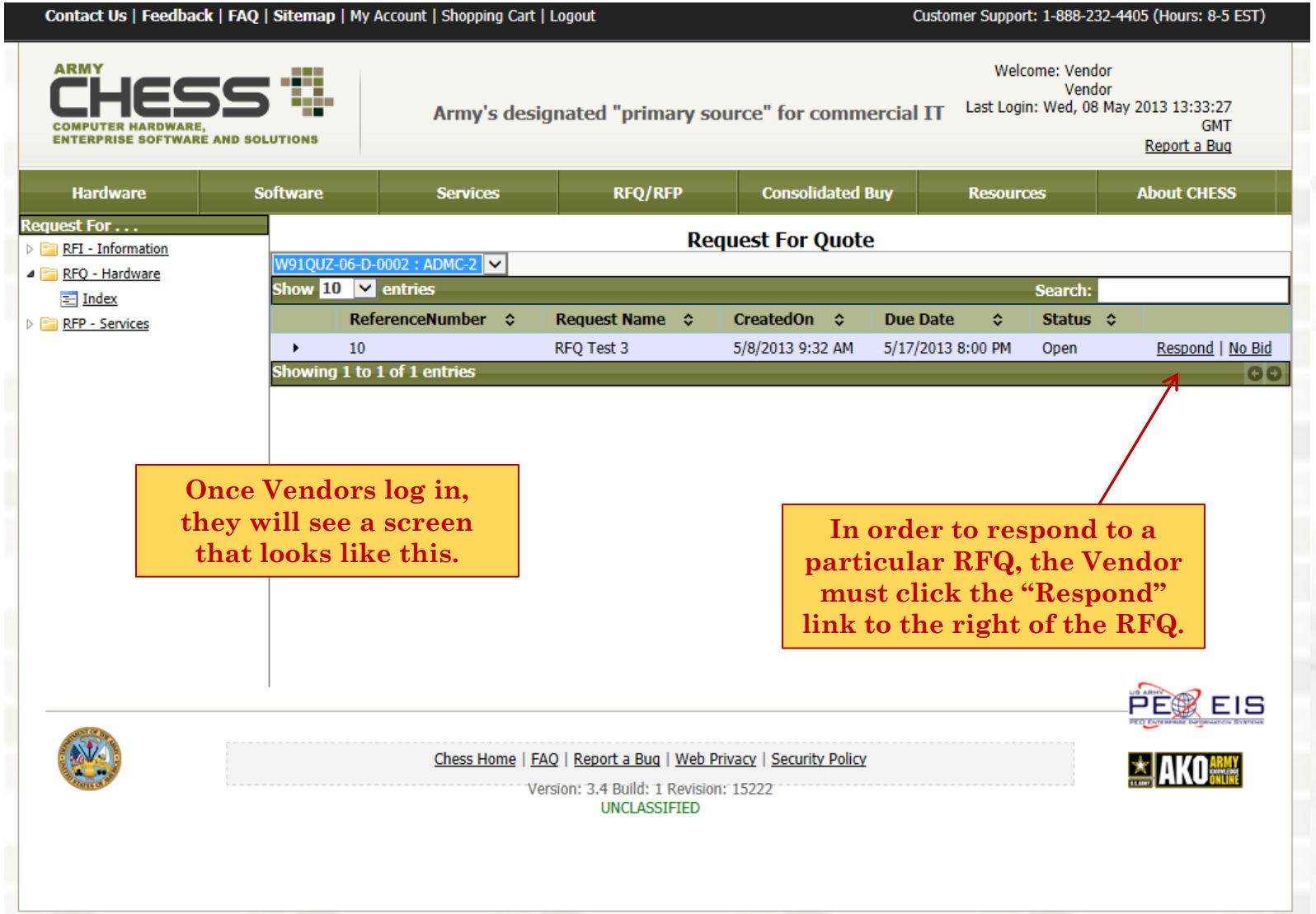


How a Requestor Transfers an RFQ

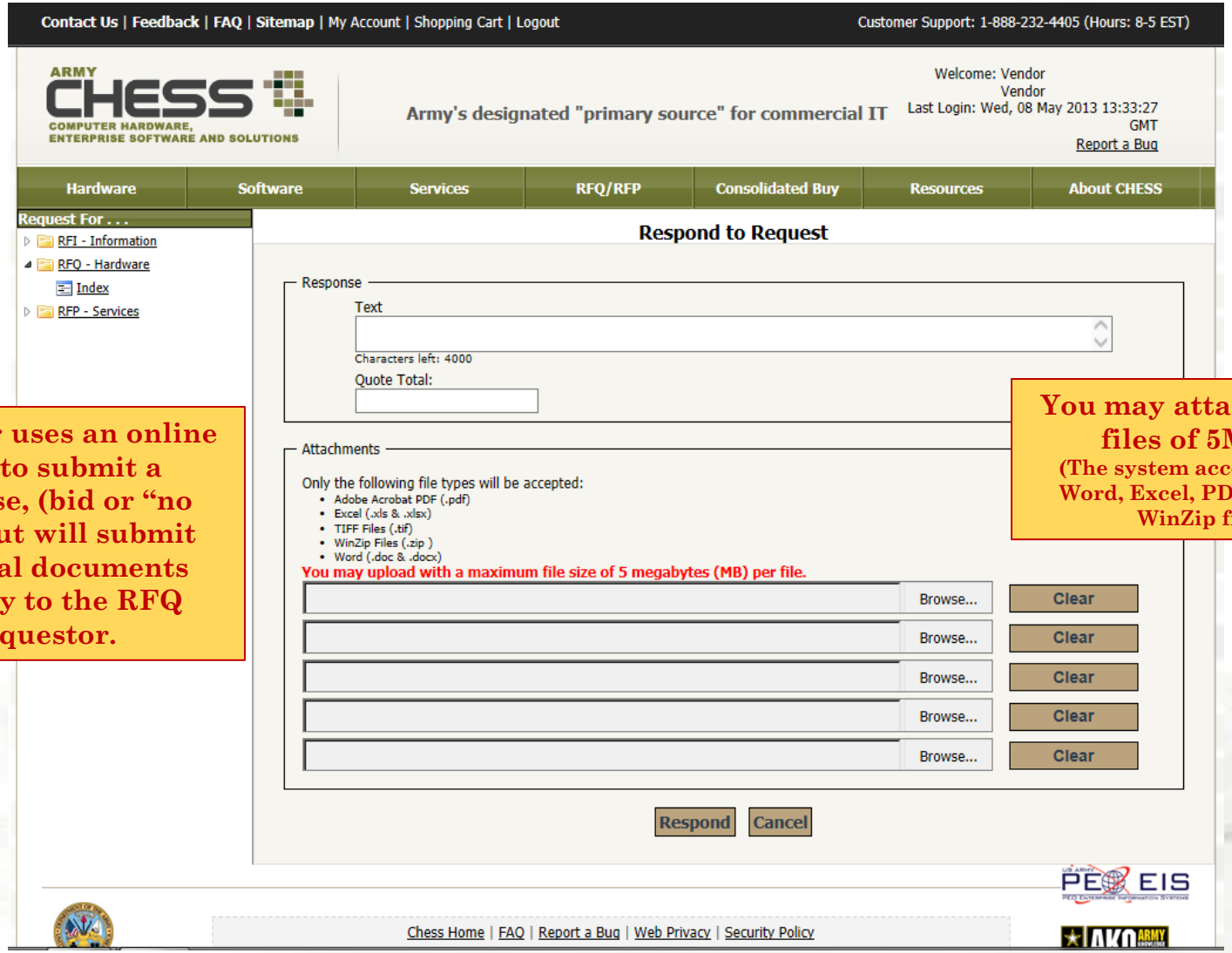


Vendor View of RFQ Responses

Vendor View of RFQ Response



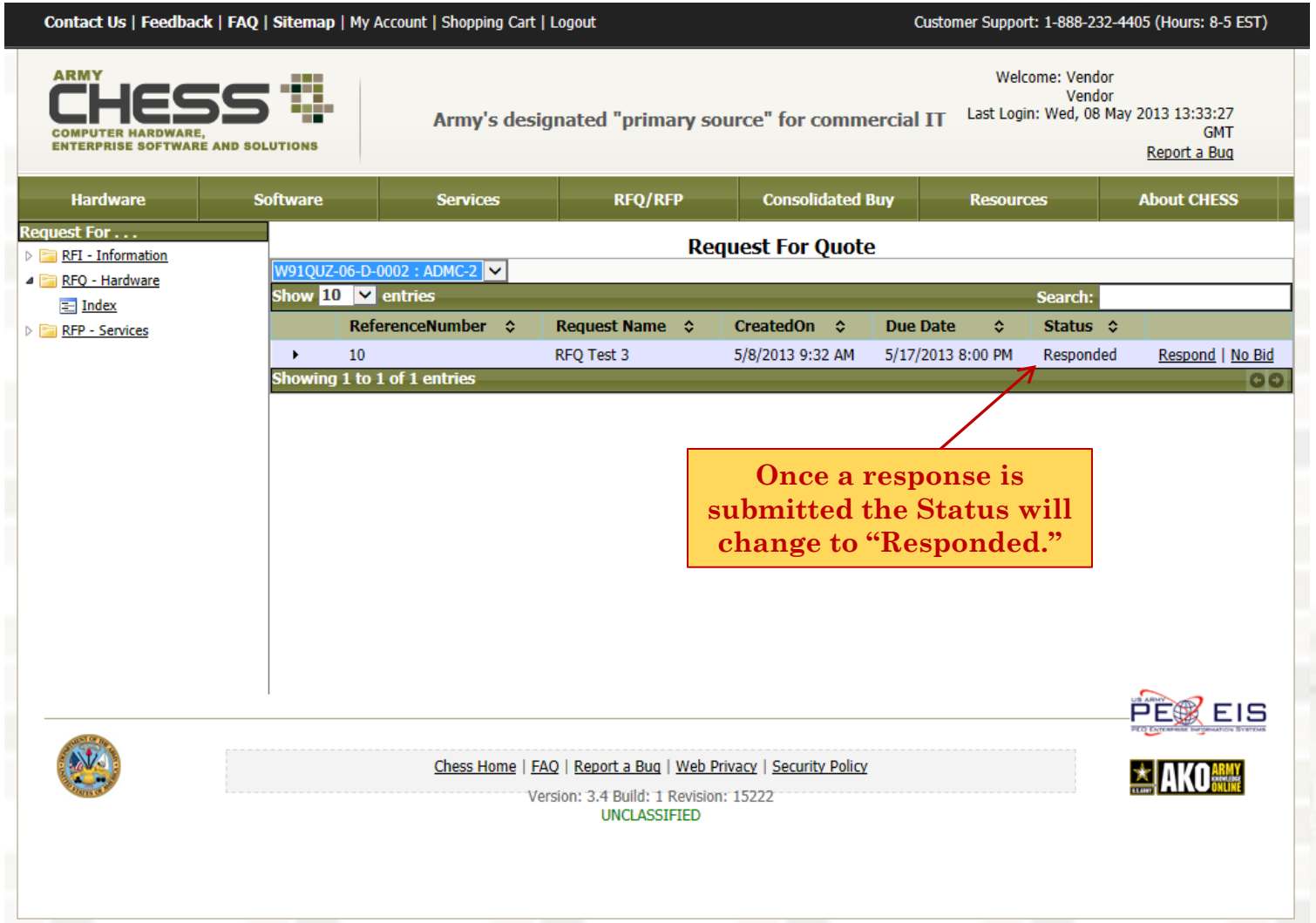
Vendor Responds to an RFQ



A Vendor uses an online form to submit a response, (bid or "no bid"), but will submit proposal documents directly to the RFQ requestor.

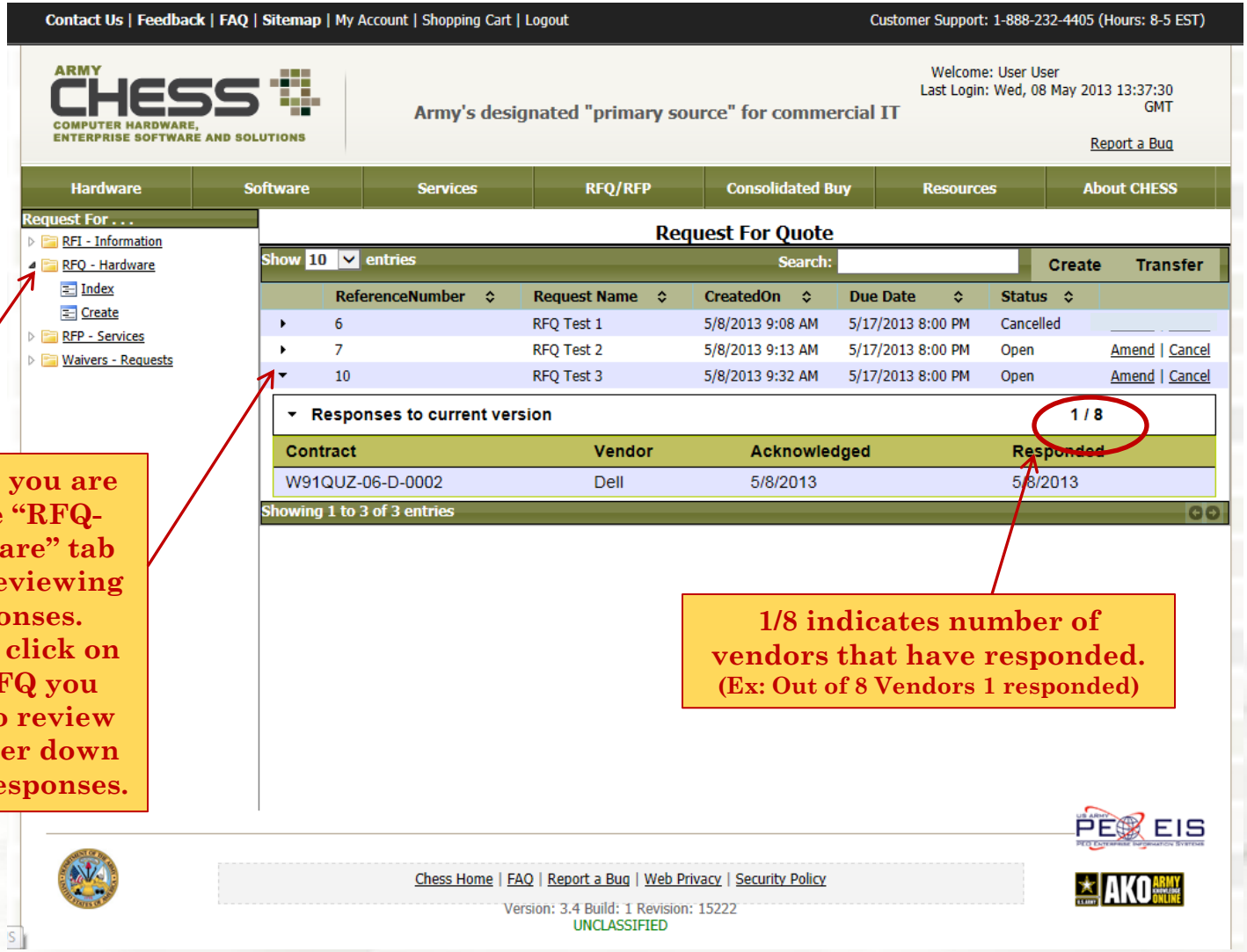
You may attach up to 5 files of 5MB each.
(The system accommodates Word, Excel, PDF, TIF, and WinZip files)

Vendor Responds to an RFQ



Requestor View of RFQ Responses

View RFQ Response



Ensure you are on the "RFQ-Hardware" tab when reviewing responses. Double click on the RFQ you want to review and filter down to see responses.

1/8 indicates number of vendors that have responded. (Ex: Out of 8 Vendors 1 responded)

Questions

For information about using IT e-mart, contact the CHESS Help Desk toll free at: (888) 232-4405 or email at peoeis.pdchess.helpdesk@us.army.mil